

COUNTY OF LOS ANGELES
invites applications for the position of:

ADMINISTRATIVE SERVICES MANAGER II

SALARY: \$6,213.82 - \$8,149.46 Monthly
\$74,565.84 - \$97,793.52 Annually

OPENING DATE: 08/08/16

CLOSING DATE: 09/12/16 05:00 PM

POSITION/PROGRAM INFORMATION:

TRANSFER OPPORTUNITY

**ADMINISTRATIVE SERVICES MANAGER II
(DEPARTMENT TRAINING OFFICER)**

**COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION**

Work Location:
DPR Human Resources Office
433 S. Vermont Avenue
Los Angeles, CA 90020

Work Schedule is a 4/40, Monday through Thursday

Job Functions: Coaching, E-Learning/Learning Technologies, Human Resources, Instructional Design, Leadership Development, Organizational Development, Performance Improvement, Training Delivery

The successful candidate will collaborate with managers, employee organizations and other resources to identify development needs and recommend creative learning solutions in an effective learning framework. As the leader of the Talent Development team, this role both leads and participates in projects that span the learning life cycle – from assessing needs through delivery and program evaluation.

The successful candidate will also exercise a strong desire to improve employee performance by creating development programs that effectively combine informal experience and social learning with formal education or programs.

Examples of Duties:

- Identifying training needs, and developing a wide range of training programs and material.
- Overseeing and participating in the work of the training section consisting of one Staff Development Specialist and clerical support plus Classification > Compensation which includes one ASM 1 and a Management Analyst.
- Ensuring compliance with all mandatory training...the department has full menu of safety and other mandatory trainings.
- Multi-tasking and adapting to changing priorities in a fast-paced environment.
- Working independently and as part of a team with staff at all levels throughout the Department, including consultants.
- Using various office computer programs such as Microsoft Word, Excel, Power Point, Outlook and other specialized programs.
- Compiling statistical reports and create spreadsheets, analyzing the results and identifying trends and patterns related to training needs and results.
- Exercising patience and the ability to accept different personalities at work.
- Being team-oriented and exercising the flexibility in a diverse workplace, skilled in process facilitation, instructional design and writing lesson plans using appropriate adult learning methods ranging from online, on the job experiences, classroom social learning, vendor workshops, informal learning and partnerships with

other agencies and institutions.

Success in this position requires:

- Highly effective written and oral communications, infographics and presentation skills with a wide range of audiences.
- Collaborating with key stakeholders to identify development needs and proposing solutions that incorporate appropriate levels of formal and informal learning.
- Applying project management skills to assess needs and organize resources for all project phases.
- Designing learning solutions and brokering (live and online) that incorporate adult learning theory and principles of instructional design (including program materials).
- Delivering leadership development programs, mentoring/professional development workshops and other learning events.
- Identifying potential vendors and managing vendor relations for outsourced programs.
- Facilitating meetings, problem solving and other organizational design sessions.
- Using knowledge of evaluation (Kirkpatrick model and Phillips' methodologies) to create evaluation tools to measure program impact.
- Tracking, compiling and analyzing learning trends; preparing statistical report.
- Advanced Degree in Training, Organizational/Instructional Design, Business or related field of study.
- Significant experience delivering training and presentations.
- At least one year in training program design.
- At least one year participating in or leading projects requiring client consultation.
- Proven ability to build relationships and work effectively with all levels within the organization.

Requirements:

This position is open to all permanent County of Los Angeles employees who currently hold the payroll title of Administrative Services Manager II or its equivalent.

Qualified candidates are invited to submit:

- (1) a cover letter and resume detailing relevant experience and education, payroll title and employee number.
- (2) copies of their last two performance evaluations, and
- (3) time variance reports (not time history) for the last two years..

Please scan and email these documents to:

Jesse Yee

jyee@parks.lacounty.gov

Please call (213) 639-6357 with any questions you may have.

**COUNTY OF LOS ANGELES
Employment Information**

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Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served

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physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member"

continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry; physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from

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of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #TR1003B
ADMINISTRATIVE SERVICES MANAGER II
JY



COUNTY OF LOS ANGELES
invites applications for the position of:

CHIEF PHYSICIAN II, Occupational Health Programs

SALARY: \$11,756.00 - \$20,614.00 Monthly
\$141,072.00 - \$247,368.00 Annually

OPENING DATE: 08/05/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



FILING START DATE
8/8/2016 at 8:00 AM (PST)

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

EXAM NUMBER
R5458A

TYPE OF RECRUITMENT
Open Competitive Job Opportunity

BENEFIT INFORMATION

The County of Los Angeles offers an excellent benefits package which includes a Cafeteria Benefit Plan, Contributory Defined Benefit Retirement Plan, matched 401(k) Savings and Deferred Compensation & Thrift Plans, 11 paid Holidays, 10 paid leave days with an option to buy one to 20 more, and flexible work schedules.

DEFINITION

Incumbents in these positions are licensed physicians that direct the programs and activities of a large medical organization.

POSITION INFORMATION

The Chief Physician II is the senior physician in the Department of Human Resources Occupational Health Program (OHP), and is responsible for directing the OHP Medical Services Unit and providing Countywide leadership in occupational health policy, programs and issues, including medical standards for employment.

ESSENTIAL JOB FUNCTIONS:

- Develops or assists in the development and updating of occupational health policies and procedures consistent with applicable legal mandates, best community medical practices and guidelines, as well as organizational missions and goals.
- Plans and directs the medical programs/activities of the OHP including the establishment, improvement, or revision of medical examination protocols, questionnaires, and examination review

and procedures and directly participates as a clinic physician in these duties.

- Directs the establishment, improvement or revision of medical standards for employment, pre-placement and fitness for duty examinations.
- Performs the more difficult evaluations and reviews the work and recommendations of OHP physicians, contracted clinic medical staff and related work performed for the organization in accordance with best medical practice and applicable laws.
- Performs some specialized services for OHP.
- Confers with medical staff, medical consultants, primary care providers, and others to determine the physical limitations and work restrictions of County employees and applicants.
- Provides technical and administrative supervision and support of Senior Physicians and other medical staff of the OHP Medical Services Unit.
- Performs the duties of a Senior Physician as needed.
- Assists in other administrative activities such as data management and analysis, and issuance of Requests for Proposals.

REQUIREMENTS:

SELECTION REQUIREMENTS

Certification by the American Board of Preventive Medicine in Occupational Medicine and two years of medical administrative experience* in the field of occupational medicine.

LICENSES

- California State Physician and Surgeon's License issued by the Board of Medical Examiners of the State of California.
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS

2 - LIGHT. Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

*Medical administrative experience is defined as experience planning, organizing, developing, staffing and directing the programs and activities of a large medical organization.

Required Documents:

You must attach a legible copy of the following documents to the application at the time of filing or within fifteen (15) calendar days from application submission. If you are unable to attach the required documents, you must either email to parteaga@hr.lacounty.gov or fax to (213) 380-3681 within fifteen (15) calendar days of filing. Please include exam number and exam title.

- Curriculum Vitae**
- Statement of Career Goals***
- Certification by the American Specialty Board in Occupational Medicine****
- California State Physician and Surgeon's Certificate authorized by the Board of Medical Examiners of the State of California*****

**A Curriculum Vitae (CV) provides a summary of one's experience and skills. It includes information regarding academic background, including teaching experience, degrees, research, awards, publications, presentations, and other achievements.

***The Statement of Career Goal is a narrative that serves as an effective way of assessing current career achievements and the means one should take for accomplishing such career objectives. The career statement is a short and crisp essay that clearly presents the career vision of a professional for making an effective career plan.

****The required license/certificate MUST be current and unrestricted; conditional, provisional, probationary or restricted license/certificate will NOT be accepted.

DESIRABLE QUALIFICATIONS

- Completion of a two-year Occupational Medicine residency program.
- Recognized achievements and contributions in the area of Occupational Medicine.
- Thorough knowledge of current medical practice and experience in clinical medicine.
- Certification as a Medical Review Officer.
- Outstanding interpersonal skills and management acumen.
- Experience working with public officials, supervisors, employees, and their representatives, and the general public.
- Experience communicating orally, in writing, and listening in promoting clear and effective interactions with individuals both internal and external to the organization.
- Experience supervising licensed physicians and other medical staff.
- Experience in the development of medical work-fitness standards or guidelines.
- Knowledge of Department of Transportation and Department of Motor Vehicle rules as they apply to medical evaluations and drug test issues.
- Working knowledge of ADA, FEHA and Cal/OSHA requirements as they apply to preplacement and periodic medical exams.
- Experience in the application of POST and NFPA standards to preplacement and periodic medical exams.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

This examination will consist of a review and appraisal of qualifications based upon information from Curriculum Vitae and Statement of Career Goals, weighted 100%. This examination will assess procedural competencies, cognitive and diagnostic competencies, administrative competencies, and dispositional competencies.

Applicants must meet the Selection Requirements and achieve a passing score of 70% or higher on the appraisal of qualifications in order to be placed on the eligible register.

Final results will be sent by U.S. mail. Scores cannot be given over the phone.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months from the date the list is created.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

VACANCY INFORMATION

The resulting eligible register will be used to fill vacancies in the Los Angeles County Department of Human Resources located at 3333 Wilshire Blvd, Los Angeles, CA 90010.

AVAILABLE SHIFT

Any

APPLICATION AND FILING INFORMATION

Applications must be filed online only. We must receive your application by 5:00 p.m., PST, on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

SOCIAL SECURITY NUMBER: All applicants *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone: (800) 735-2922
ADA Coordinator Email: adarequests@hr.lacounty.gov
Teletype Phone: (800) 899-4099
Alternate Teletype Phone: (800) 897-0077
Department Contact Name: Olga Arteaga
Department Contact Phone: (213) 351-2936
Department Contact Email: oarteaga@hr.lacounty.gov

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The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #R5458A
CHIEF PHYSICIAN II, OCCUPATIONAL HEALTH PROGRAMS
OA

CHIEF PHYSICIAN II, Occupational Health Programs Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *I have read and understand the above instructions.*
☐ Yes
- * 2. Please describe your experience working in a similar large organization establishing medical standards based on job requirements. Be sure to include your job title, specific examples of duties performed, beginning and ending dates for each job held and the name of employer(s). If you do not have experience in this area, indicate "No Experience". Comments such as "see resume or application" will not be considered as a response.
- * 3. **REQUIRED DOCUMENTS** You must attach a legible copy of the following documents to the application at the time of filing or within fifteen (15) calendar days from application submission. If you are unable to attach the required documents at the time of filing, you must either email to orteaga@hr.lacounty.gov or fax to (213) 380-3681 within fifteen (15) calendar days of filing. Please include exam number and exam title.

- Curriculum Vitae
- Statement of Career Goals
- Certification by the American Board of Preventive Medicine in Occupational Medicine
- California State Physician and Surgeon's Certificate authorized by the Board of Medical Examiners of the State of California

If you have any questions, you may contact Olga Arteaga, Exam Analyst at (213) 351-2936.

I understand this requirement.

☐ Yes ☐ No

* Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH SYSTEM OF CARE**

SERVICE AREA 6 SPECIALIZED FOSTER CARE PROGRAM

TRANSFER OPPORTUNITY



Clinical Psychologist I/II - Spanish Speaking

The Vermont Corridor Specialized Foster Care Program is looking for an energetic, positive and enthusiastic clinician to join our team. Ability to work in a fast paced environment, astute clinical assessment and diagnostic skills, as well as strong interpersonal and organizational skills are highly desired. Spanish Speaking is a must.

ESSENTIAL JOB DUTIES:

- Complete initial diagnostic assessments, determine medical necessity, and develop treatment plans.
- Provide crisis intervention services, both in the DCFS office and in the field.
- Provide direct therapeutic intervention and treatment to children and youth monitored by DCFS.
- Participate in multi-disciplinary team meetings with children and families and partner agencies to address the family's goals while involved with the Dept. of Children and Family Services.
- When appropriate, link children and their caregivers to appropriate mental health and community-based services to best meet their underlying needs.
- Actively participate in various case conferences and team meetings regarding social and mental health issues of high-risk families, and provide consultation regarding the best resources to address the mental health needs of children both prior to and following separation from their parents.
- Complete all documentation using IBHIS and abide by all DMH documentation requirements.

DESIRABLE QUALIFICATIONS:

- Verbal and written fluency in Spanish.
- Knowledge of children's mental health issues and resources.
- Knowledge and familiarity with DCFS and Specialized Foster Care programs.
- Strong multi-tasking and organizational skills.
- Strong verbal and written communication skills.
- Ability and desire to work in a positive and effective team environment.
- Flexible and easily adapts to new and changing situations.

Individuals holding the title of Clinical Psychologist I/II should e-mail their CV and last two Performance Evaluations to:

Amber Mars
AmMars@dmh.lacounty.gov
Phone: (323) 965-6176

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN



COUNTY OF LOS ANGELES
invites applications for the position of:

GROUP SUPERVISOR II

SALARY: \$4,167.46 - \$4,904.00 Monthly
\$50,009.52 - \$58,848.00 Annually

OPENING DATE: 08/02/16

CLOSING DATE: 08/15/16 05:00 PM

POSITION/PROGRAM INFORMATION:



Los Angeles County
**Department of
Children and Family Services**

FIRST DAY OF FILING: AUGUST 8, 2016 AT 8:00 a.m. - ONLINE FILING ONLY

FILING WILL BE SUSPENDED AFTER THE FIRST 300 APPLICATIONS ARE RECEIVED OR BY MONDAY, AUGUST 15, 2016 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. THIS EXAMINATION MAY REOPEN AS THE NEEDS OF THE SERVICE REQUIRE.

EXAM NUMBER
T8602G

TYPE OF RECRUITMENT
OPEN COMPETITIVE JOB OPPORTUNITY

THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE THE DRIVING LANGUAGE AND SUPERSEDES THE PRIOR BULLETIN POSTED ON AUGUST 2, 2016.

DEFINITION:

Participates in the daytime supervision of groups of juvenile offenders or minors in need of protective services, who have been placed in a facility maintained for their custody, care, rehabilitation, or treatment, or supervises juvenile offenders who have been conditionally released to their homes.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a professional social worker or higher level supervisor and either assist professional staff in supervising juvenile offenders or other minors in an institutional setting, in the various activities they engage in during waking hours; or provide supervision and care to infants, children, and young adults awaiting placement or pending the final disposition of their cases by the Court. Positions are assigned to the Department of Children and Family Services, Court Services Division or Emergency Response Command Post. Incumbents must exercise knowledge of the laws and statutes pertaining to the detention and release of juvenile offenders or minors in need of protective services. They must also exercise a knowledge of the needs and problems of juveniles, and appropriate departmental rules, regulations, and procedures. The incumbents must have the ability to maintain the cooperation and control of juvenile offenders and to write clear and concise reports.

ESSENTIAL JOB FUNCTIONS:

- Monitors the behaviors, words, and actions of children involved in the dependency process, both individually and in groups, in order to ensure the health and safety of children waiting for their dependency court hearings.
- Documents the movements of children involved in the dependency process (e.g., arrivals & departures, attorney visits, court appearances, etc.) and special incidents, and maintains such records (e.g., movement control log and special incident reports) in order to make the information available for retrieval/review.
- Explains rules, policies, and procedures to children involved in the dependency process in order to clarify expectations and establish the ground rules for their stay in shelter care.
- Maintains order in a group by issuing verbal instructions, enlisting the aid of other staff members, separating and/or isolating potential instigators, takes action to prevent escapes and major disturbances, and any other potentially averse behaviors.
- Consults with transportation workers, supervisors, and managers to become familiar with any special problems, issues, medical problems, specific court orders or instructions, etc. pertaining to individual children involved in the dependency process.
- Monitors structured visits with parents, relatives, non-related family members, etc. to ensure appropriate interactions, with no discussion of the case, and to ensure the health and safety of children involved in the dependency process.
- Counsels children involved in the dependency process regarding their behavior to promote appropriate behavior, provide crisis intervention, and to provide a supportive environment for the child.
- Performs various office and administrative duties, including the operation of various office equipment (e.g., personal computer, photocopier, fax machine, etc.) when entering data about visits, creating files, working with web-based programs, etc.
- Provides general care to children involved in the dependency process by serving meals, providing for personal hygiene, rendering first-aid, etc. in order to provide for the health and safety of children waiting for their dependency court hearings.
- Organizes, cleans, and sets up play and eating areas to ensure the areas are organized and safe for use by children waiting for their dependency court hearings.
- Accompanies children involved in the dependency process to and from their court hearings or to deliver newly detained children to the shelter care area to make sure they arrive and to ensure their health and safety.
- Creates and leads various recreational activities including arts & craft and a variety of indoor and outdoor activities in order to occupy, entertain, and provide educational opportunities to children waiting for their dependency court hearings.
- Conducts monitoring and coordination of visits between court wards and family members or other visitors at dependency court.
- Driving may be required to perform home supervision assignments.

REQUIREMENTS:

SELECTION REQUIREMENTS:

An Associate's Degree or higher from an accredited college or university including courses* in Behavioral or Social Sciences **AND** One (1) year of paid experience in the supervision of juvenile wards or dependent children of the court in a residential** or field services setting. One additional year of paid required experience will be accepted for each year of college, up to three (3) years of the total required experience to meet the Selection Requirements.

LICENSE:

Some positions in this classification, depending upon assignment, require possession of a valid California Class C Driver License to perform job-related essential functions. Candidates offered these positions would be required to show proof of a driver license before appointment.

Note: A valid California C Driver License is required of appointees to perform home supervision assignments.

AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR (4) OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO (2) YEARS WILL NOT BE APPOINTED.

PHYSICAL CLASS II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENTS INFORMATION:

*In order to qualify, you must include a legible copy of the official transcripts which shows the courses taken in Behavioral or Social Sciences at the time of filing or during the examination process from the date of application filing.

**Residential or field services setting is defined as an institution that provides care needs, treatment and placement services to children.

ADDITIONAL INFORMATION:**EXAMINATION CONTENT:**

The examination will consist of **TWO (2)** parts:

PART I - A written test weighted 50% containing both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis & Decision-Making, Thinking, Administrative, Leadership, Motivation, Individual Work Orientation, Collective Work Orientation, Interpersonal, and Self-Management.

Only those candidates receiving a passing score of 70% or higher on the written test (**Part I**) will advance to **Part II** of the examination process.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

PART II - An Oral Interview weighted 50% covering Job Preparation, Work Skills, and Interpersonal/Oral Communication Skills.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

All notifications (e.g. Notice of Non-acceptance, Notice of Results, etc.) will be mailed via United States Postal Services (USPS).

TRANSFER OF SCORES

Applicants that have taken identical test part(s) for other exams within the last 12 months, will have their written test scores for the identical test part(s) automatically transferred to this examination.

The examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for a least 12 months.

TEST PREPARATION: Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

ELIGIBILITY INFORMATION: The names of candidates receiving a passing grade in the examination will be placed on the eligible list and will appear in the order of their score group for a period of twelve (12) months following the date of promulgation.

SPECIAL INFORMATION:**FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:**

All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) regarding "sensitive positions" may be

withheld from appointment or may be discharged.

VACANCY INFORMATION:

The resulting eligible list for this examination will be used to fill vacancies in the Department of Children and Family Services.

AVAILABLE SHIFT: Any

APPLICATION AND FILING INFORMATION:**APPLICATIONS MUST BE FILED ONLINE ONLY.**

Applicants are required to submit a standard Los Angeles County Employment Application online and complete the supplemental questionnaire to be considered for this examination. Paper application and/or resumes cannot be accepted in lieu of online application.

All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

We must receive your application and additional documents, if any, by 5:00 pm, PST, on or before the last day of filing.

Applications submitted by U.S. Mail, FAX, or in person will not be accepted. All required documents must be submitted at the time of filing or during the examination process. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete.

Note: If you are unable to attach the required documents, you may e-mail them to TawJ@dcfs.lacounty.gov. You may also fax the documents to (213) 738-6470. Please make sure to **reference your full name, examination title and number** on the subject line of your e-mail or in your fax.

Apply online by clicking on the green "apply" button at the top right of this posting. You can also track the status of your application by using this website.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the **Selection Requirements** and complete the supplemental questionnaire. Provide any relevant education, training, and experience in the spaces provided, so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their OWN user ID and password. Using a family member or a friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: TawJ@dcfs.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Jason Taw

Department Contact Phone: (213) 351-5898

Department Contact Email: TawJ@dcfs.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHO_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) Identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations,

COUNTY OF LOS ANGELES Employment Information

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system, or otherwise arising out of the use of this system, the Internet Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

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Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #T8502G
GROUP SUPERVISOR II
JT

Los Angeles, CA 90010

GROUP SUPERVISOR II Supplemental Questionnaire

- * 1. Which of the following best describes your level of education?
 - ☐ High School or equivalent
 - ☐ Some College
 - ☐ Associate's Degree or higher
- * 2. If you have taken courses in Behavioral or Social Sciences from an accredited college or university, did you attach a legible copy of your official transcripts?
 - ☐ Yes
 - ☐ No
- * 3. How many years of paid experience do you have in the supervision of juvenile wards or dependent children of the court in a residential or field services setting?
 - ☐ No experience to less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years or more
- * Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

INFORMATION TECHNOLOGY MANAGER I

SALARY: \$8,433.04 - \$12,764.10 Monthly
\$101,196.48 - \$153,169.20 Annually

OPENING DATE: 08/03/16

CLOSING DATE: 08/19/16 05:00 PM

POSITION/PROGRAM INFORMATION:

OFFICE OF THE DISTRICT ATTORNEY



TRANSFER OPPORTUNITY NOTICE
Restricted to permanent employees of Los Angeles County

INFORMATION TECHNOLOGY MANAGER I
Bureau of Administrative Services
Systems Division
(MAPP Range S11)

ABOUT THE POSITION: The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to assist in managing the application development activities of the Systems Division, including custom application development, systems interfaces, and systems implementation. This position reports directly to the Chief of the Systems Division (Departmental CIO I) and is responsible for managing a team of 12 application developers and information systems analysts. The vacancy is currently located at 12750 Center Court Drive, Suite 500, Cerritos, CA 90703.

DUTIES AND RESPONSIBILITIES:

- Develops and directs the implementation of new systems and system updates to support the County's/department's business goals.
- Works with department/ business managers to evaluate current and anticipated Information Technology requirements.
- Develops and negotiates service level agreements and manages to ensure their attainment.
- Coordinates information systems activities with other divisions/sections or County departments (e.g., Information Systems Advisory Body) to optimize use of existing software and leverage design of new systems.
- Manages and/or supervises and participates in the assessment and analysis of business requirements and development and maintenance of applications.
- Drafts or reviews draft Requests for Proposals or Information (RFPs, RFIs) or Statements of Work (SOWs) and evaluates responses and recommends vendor selection.
- Administers vendor work orders, reviews and acts on change requests, and approves deliverables developed by vendors or contract staff.
- Coordinates problem solving, conflict resolution, escalations, restarts, and recovery of operational processes related to managed applications.
- Meets and consults with end-users and vendors regarding service delivery needs.
- Establishes performance requirements and personal development targets for assigned staff and monitors and evaluates performance. Provides coaching for performance improvement and development.
- Assesses skill gaps and provides training to ensure skills stay current with the technology requirements for current and future work assignments.
- Promotes efficient, cost effective uses of advanced technologies and manages the migration to next-generation technologies.

DESIRABLE QUALIFICATIONS:

- A Bachelor's degree or higher from an accredited college or university in the field of Computer Science, Information Systems, or Information Technology.
- Experience in leading and supervising subordinate managers who oversee software development activities.
- Experience in developing and maintaining web systems.
- Experience in interacting with representatives of technology sections from national, state and municipal governmental agencies with a focus on public safety and law enforcement issues and/or relevant stakeholder groups.
- Knowledge of the criminal justice system and of federal, state, and local statutes; ordinances; and regulations related to criminal justice information systems.

PLEASE DO NOT APPLY ONLINE

REQUIREMENTS:

ACCEPTING RESUMES FROM: Only permanent employees of Los Angeles County who meet one of the following requirements may apply:

1. Currently holding the payroll title of Information Technology Manager I.
2. Currently holding the payroll title of Information Technology Specialist I.
3. Currently holding the payroll title of Information Technology Specialist, ISD.
4. Currently holding the payroll title of Section Manager, Information Technology, ISD.
5. Those who are on the current Information Technology Manager I certification list.
6. One year of experience at the level of Los Angeles County class of Information Technology Supervisor, Principal Information Systems Analyst, Principal Application Developer, or equivalent.

Qualified candidates are invited to submit a statement of their interest and resume detailing their education completed, positions held, experience, current salary, and special qualifications along with copies of their last two performance evaluations by August 19, 2016. **Only the most qualified individuals will be invited to participate in the interview and final selection process.**

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED ELECTRONICALLY VIA EMAIL ONLY TO:

Scott Susswain
Administrative Services Manager II
Los Angeles County District Attorney's Office
211 W. Temple St. 2nd Fl., Los Angeles, CA 90012
Human Resources Division
P: (213) 257-2742
F: (213) 633-0904
Email: ssusswain@da.lacounty.gov

NO LATER THAN: FRIDAY, AUGUST 19, 2016

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****

PLEASE DO NOT APPLY ONLINE

COUNTY OF LOS ANGELES
Employment Information

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Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

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Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more

COUNTY OF LOS ANGELES
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b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital

COUNTY OF LOS ANGELES
Employment Information

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NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #T2565A
INFORMATION TECHNOLOGY MANAGER I
RD

Los Angeles, CA 90010

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
JUVENILE JUSTICE MENTAL HEALTH PROGRAMS
SOUTHERN REGION CAMPS
CAMP AFFLERBAUGH / CAMP PAIGE**

VACANCY ANNOUNCEMENT

This is not an official examination bulletin

Bi-Lingual Spanish-speaking, Licensed Psychiatric Social Worker / Mental Health Clinician

Juvenile Justice Mental Health Programs is recruiting a bi-lingual Spanish-speaking, licensed Psychiatric Social Worker or Mental Health Clinician for their program co-located at Camp Afflerbaugh / Camp Paige, a locked juvenile detention center operated by Probation Department. We are seeking individuals committed to working with adolescent offenders in a challenging environment. We provide services seven (7) days a week and all clinicians work either a Saturday or a Sunday and two (2) evenings until 8:30pm as part of their regular weekly work schedule.

Examples of Duties:

- Complete diagnostic assessments and treatment plans
- Provide crisis intervention services, individual and family therapy, including family outreach and engagement
- Provide group therapy including substance abuse groups, Seeking Safety groups and co-facilitating Aggression Replacement Training (ART) groups with a Probation officer
- Participate in multi-disciplinary team meetings with youth and partner agencies to address the youth's goals while in camp and assist with transitioning back to the community upon release
- Cover groups and multi-disciplinary team meetings in the assigned clinician's absence
- Completion of documentation daily in the Probation Electronic Medical Record (PEMRS)
- Other duties as assigned by supervisor or program manager

Desirable Qualifications:

- A strong desire to work with adolescent offenders
- Experience working with multi-disciplinary teams
- Ability to manage challenges of working in a co-located program
- Immense degree of adaptability and flexibility

Interested applicants who are bi-lingual Spanish-speaking and currently hold the payroll title of Psychiatric Social Worker II or Mental Health Clinician II should submit their resume, last two (2) performance evaluations, a copy of their Language Proficiency Certificate and last two years (2) of master timecards by 5:00 pm on Wednesday, August 24th, 2016 to:

**Michele Muto, LCSW
Mental Health Clinical Supervisor
6601 Stephens Ranch Rd
La Verne, CA 91750
Phone (909) 596-3951
Fax (909) 593-4750
mmuto@dmh.lacounty.gov**



COUNTY OF LOS ANGELES
invites applications for the position of:

PEST CONTROL WORKER

SALARY: \$2,976.74 - \$3,891.10 Monthly
\$35,720.88 - \$46,693.20 Annually

OPENING DATE: 08/02/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



DEPARTMENT OF AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

FILING DATES: August 3, 2016 at 8:00a.m. (PST) - Until the needs of the service are met and is subject to closure without prior notice.

EXAM #: V0044E

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

JOB TYPE: Permanent. Eligible Register will also be used to fill Temporary positions.

DEFINITION:

Performs journey-level work in the eradication and control of field rodents and noxious weeds and leads a small crew engaged in this work.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a higher-level supervisor and have responsibility for performing journey-level work involving the eradication and control of field rodents and noxious weeds. Positions also have responsibility for leading a small crew engaged in trap setting and applying various types of treatments such as poison baits and fumigants used for field rodent eradication and control, and for the destruction of noxious weeds using various mechanical equipment and herbicides. Positions in this class receive instructions in and are expected to learn, comply with, and ensure safe operating practices and procedures, departmental safety regulations, CAL-OSHA regulations, and Material Safety Data Sheet (MSDS) guidelines.

ESSENTIAL JOB FUNCTIONS:

Leads, directs, and participates in treating rodent burrows with toxic fumigants; generates work records relating to the eradication or control of field rodents and noxious weeds; sustains continual awareness and use of safeguards for all pest control operations to minimize adverse environmental impact; drives a county vehicle to various work sites throughout Los Angeles County; leads, directs, and participates in setting traps and the application of poisons for field rodents; leads, directs, and participates in the destruction of noxious weeds by mechanical removal or spraying with herbicides/pesticides; demonstrates and ensures safe operating practices and procedures, departmental safety regulations, CAL-OSHA regulations, and Material Safety Data Sheet (MSDS) guidelines for use of safety equipment, protective devices, herbicide/pesticide applications, special clothing, etc.; observes and identifies common field rodents and noxious weeds and reports evidence of infestation; cleans work site after completion of job; maintains and makes minor repairs to equipment; transports and issues equipment, materials and supplies; uses firearms to control predatory animals or other nuisance wildlife in accordance with established departmental policies and procedures; assists agricultural inspection personnel in the inspection of properties and searches for agricultural pests; completes pest control agreement and liability forms for work performed; and writes departmental receipts and collects payment for sale of pest control materials and services.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Six months of paid, full-time outdoor work experience in the eradication and control of field rodents and noxious weeds **-AND-** A current and valid Qualified Applicator Certificate* (QAC) issued by the State of California, Department of Pesticide Regulation with categories: A - Residential, Industrial, and Institutional, B - Landscape Maintenance, and C - Right-of-Way.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS III - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

SPECIAL REQUIREMENT INFORMATION:

*In order to receive credit for the Qualified Applicator Certificate (QAC), you **must** include a legible copy of the official certificate with your application or within 15 calendar days of filing.

FINGERPRINTING AND SECURITY CLEARANCE: Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g. 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of an interview weighted 100% covering education, experience, personal fitness, and general ability to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible register.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of eligibility. **Applications will be processed on an as-received basis. No person may compete for this examination more than once in a twelve (12) month period.**

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill both **PERMANENT and TEMPORARY** vacancies in the Department of Agricultural Commissioner/Weights and Measures.

AVAILABLE SHIFT:

Appointees will be required to work any shift, including evenings, nights, weekends, and holidays.

Fill out your application and Supplemental Questionnaire completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

The acceptance of your application will depend on whether you have **clearly** shown that you meet the **Selection Requirements**. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information is subject to verification. We may reject your application at any time during the examination process.

Apply online by clicking on the "Apply" tab for this posting. We encourage you to apply online so you can track the status of your application and get notified of your progress by email.

We must receive your application and Supplemental Questionnaire by 5:00 PM, Pacific Standard Time, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. **Falsification of any information may result in disqualification or rescission of appointment.**

Utilizing **VERBIAGE** from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you met the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

NOTE: If you are unable to attach required documents, you must fax them to (626) 652-0740 or email them to Andrea Cortez at acortez@acwm.lacounty.gov within fifteen (15) calendar days from filing online or your application will be rejected as incomplete. Please include your name, exam number, and exam title on all the faxed documents.

SOCIAL SECURITY NUMBER

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

NO SHARING USER ID AND PASSWORD

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

CONTACT INFORMATION:

ADA Coordinator Phone: (626) 575-5464

Teletype Phone: (626) 585-5520

California Relay Services: (800) 735-2922

Department Contact Name: Andrea Cortez

Department Contact Phone: (626) 575-5464

Department Contact Email: acortez@acwm.lacounty.gov

COUNTY OF LOS ANGELES

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County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

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The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

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medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

COUNTY OF LOS ANGELES
Employment Information

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limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>
Los Angeles, CA 90010

Position #V0044E
PEST CONTROL WORKER
AC

**PEST CONTROL WORKER Supplemental
Questionnaire**

- * 1. How many months of paid, full-time work experience in the eradication and control of field rodents and noxious weeds do you possess?
 - ☐ Less than 6 months
 - ☐ 6 months or more
 - ☐ I do not have experience in this area
- * 2. I possess a current and valid Qualified Applicator Certificate (QAC) issued by the State of California, Department of Pesticide Regulation with categories: A - Residential, Industrial, and Institutional, B - Landscape Maintenance, and C - Right-of-Way.
 - ☐ Yes
 - ☐ No
- * 3. I understand that in order to receive credit for the Qualified Applicator Certificate (QAC), I must include a legible copy of the official certificate with my application or within 15 calendar days of filing.
 - ☐ Yes
- * 4. I understand that the resulting eligible register for this examination will be used to fill both PERMANENT and TEMPORARY vacancies in the Department of Agricultural Commissioner/Weights and Measures.
 - ☐ Yes
- * 5. I understand that utilizing VERBIAGE from the Class Specification and Selection Requirements serving as your description of duties WILL NOT be sufficient to demonstrate that I meet the requirements. Doing so may result in an INCOMPLETE APPLICATION and I may be DISQUALIFIED.
 - ☐ Yes
- * 6. I understand that comments such as "see resume" on any part of the application will not be considered a response. Please note that all information is subject to verification at any time during the examination and hiring process. Making false statements on the application and supplemental questionnaire may cause you to be disqualified from this examination.
 - ☐ Yes
- * Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

PRINCIPAL INFORMATION SYSTEMS ANALYST/INFORMATION ARCHITECT

SALARY: \$7,605.46 - \$9,974.64 Monthly
\$91,265.52 - \$119,695.68 Annually

OPENING DATE: 08/04/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF MENTAL HEALTH

EXAM NUMBER: b2594L

TYPE OF RECRUITMENT: OPEN COMPETITIVE

FILING START DATE: AUGUST 8, 2016 AT 8:00 A.M.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST TWELVE MONTHS NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION TO BE ATTACHED TO THEIR ORIGINAL APPLICATION. THIS INFORMATION MUST INCLUDE THE CORRECT EXAMINATION NUMBER AND EXAMINATION TITLE.

DEFINITION:

A key leadership role working directly with the lead architect in the evolution of the enterprise architecture. This particular role is accountable for information architecture which includes enterprise data standards, enterprise data architecture and data modeling at the conceptual, logical, and physical levels. Performs highly specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development.

ESSENTIAL JOB FUNCTIONS:

- Defines the enterprise data strategy and information architecture for DMH systems.
- Creates reference architectures, patterns, and blueprints for the information architecture domain.
- Leads and influences a diverse audience including executive and technical staff on the concepts and benefits of enterprise information architecture.
- Analyzes the most complex IT problems spanning multiple areas and formulates the holistic data architecture to streamline systems and processes at the enterprise level.
- Promotes the enterprise architecture process and achievement of strategic outcomes.
- Develops and executes a communication and education plan for the enterprise information architecture.
- Consults with project and application teams to lead and influence the overall technical solution (requirements, analysis, security and data integration). Creates data architecture and performs data modeling for project implementations. Integrates and consolidates project data architecture with enterprise data architecture.
- Accountable for adoption of the solution by project teams and guides them through the governance process.
- Mentors project and application teams on industry best practices for software design.
- Reviews the plans/work of consultants and vendors to ensure that contract work is compatible with enterprise architecture.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Option I: Graduation from an accredited college with a bachelor's degree* in Computer Science, Information Systems, or a closely related field, and five (5) years of recent progressively more responsible**, full-time, paid experience in a centralized Information Technology organization*** performing information architecture analysis, modeling, design, and implementation for complex systems. -OR-

Option II: Three (3) years of experience, within the last four years at the level of Los Angeles County class of Senior Information Systems Analyst**** performing information architecture analysis, modeling, design, and implementation for complex systems. -OR-

Option III: Six (6) years of recent progressively more responsible, full-time, paid experience in a centralized Information Technology organization*** performing information architecture analysis, modeling, design, and implementation for complex systems.

License: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

**Progressively responsible experience is work experience that clearly shows an upward progression in the level of duties and responsibilities from one job to the next.

***Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the chief Integration Technology official for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of integration systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.

****Senior Information Systems Analyst in the County of Los Angeles is defined as : Under direction performs specialized information systems analysis and provides expertise in one or more areas of systems analysis.

DESIRABLE QUALIFICATIONS:

- Experience in applied enterprise data architecture and modeling for a centralized information technology organization in a regulated industry such as healthcare or financial services
- Experience with Relevant Online Transaction Processing (OLTP) modeling on project(s) with at least 50 users
- Experience with Relevant Business Intelligence/Online Analytical Processing (BI/OLAP modeling on project(s) with at least 100 users
- Experience with multidimensional data modeling with proven experience with business intelligence tools (Cognos 8.x or later)
- Experience with relational data modeling with multiple platforms (Oracle 10g or later; SQL Server 2005 or later)
- Experience with industry standard data modeling tools (ER Studio, ERWIN)
- Experience with ETL tool (Informatica PowerCenter, SSIS)
- Demonstrated ability to develop solutions based on given specifications and general directions
- Ability to multitask development efforts across multiple projects
- Experience working with health care related information systems
- Knowledge of data privacy and security requirements surrounding Health/Mental Health Care (HIPAA)Current technical expertise and experience working in multiple IT architecture areas (information, application, integration, and/or technical)
- Enterprise Architecture related certifications and/or Enterprise Architecture related professional organization memberships
- Excellent interpersonal and oral communication skills including the ability to understand and mediate across diverse groups and ideas and to negotiate, persuade and influence
- Excellent verbal and written communications skills in developing and delivering information and technical/project documents
- Strong leadership and team building skills

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

This examination will consist of a qualifying evaluation of training and experience based on application information and desirable qualifications at the time of filing to determine the level and scope of the candidate's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

Applications will be processed on an as received basis and promulgated to the eligible register accordingly. The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

SPECIAL INFORMATION

Past and present mental health clients and family members are encouraged to apply.

AVAILABLE SHIFT

While the positions in the Chief Information Office Bureau normally work during regular County daytime business hours, appointees may be required to work any shift, including evenings, nights, holidays or weekends.

VACANCY INFORMATION

The eligible register for this examination will be used to fill a vacancy in the Department of Mental Health Chief Information Office Bureau.

APPLICATION AND FILING INFORMATION

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing. Application filing may be suspended at any time without advance notice.

INSTRUCTIONS FOR FILING ONLINE

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using the website.

Applicants must complete and submit their online applications and upload required documents (e.g. Official Transcripts, Resume, Certificate, etc.,) as attachment(s) during application submission or send by email to exams@dmh.lacounty.gov within 15 calendar days from date of application submission. Indicate the Exam Title on the Subject line when sending required documents by email.

*In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or within 15 calendar days of filing.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT

Department Contact Name: Celia Yeung, Exam Analyst
Department Contact Phone: 213-972-7038 or 213-972-7034
Department Contact Email: exams@dmh.lacounty.gov

ADA Coordinator Phone: 213-972-7034

Teletype Phone: 800-735-2922

California Relay Services Phone: 800-735-2922

COUNTY OF LOS ANGELES

Employment Information

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Your Responsibilities:

1. Completing Your Application:
 - a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
 - b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
 - c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
 - d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link

COUNTY OF LOS ANGELES

Employment Information

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indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1)

COUNTY OF LOS ANGELES
Employment Information

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warranty.

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The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

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Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #b2594L
PRINCIPAL INFORMATION SYSTEMS ANALYST/INFORMATION ARCHITECT
CY

COUNTY OF LOS ANGELES
Employment Information

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PRINCIPAL INFORMATION SYSTEMS
ANALYST/INFORMATION ARCHITECT Supplemental
Questionnaire

- * 1. The information you provide on this supplemental questionnaire is designed to assess your experience as it relates to the Selection Requirements and Desirable Qualifications for competing in the Principal Information Systems Analyst/Information Architect examination. In order to be considered for this examination, you are required to respond to the following questions. All information that you provide is subject to verification. Referrals to a resume or the County application will be considered a non-response and will result in disqualification. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.
- ☐ Yes
- * 2. Do you possess a bachelor's degree in Computer Science, Integration Systems, or a closely related field, and five (5) years of recent progressively more responsible, full-time, paid experience in a centralized Integration Technology organization performing information architecture analysis, modeling, design, and implementation for complex systems? Progressively responsible experience is work experience that clearly shows an upward progression in the level of duties and responsibilities from one job to the next. Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the chief Information Technology official for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit. In order to receive credit for any degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or within 15 calendar days of filing.
- ☐ Yes
☐ No
- * 3. Do you have at least three years of experience, within the last four years at the level of Los Angeles County class of Senior Information Systems Analyst performing information architecture analysis, modeling, design, and implementation for complex systems? Senior Information Systems Analyst in the County of Los Angeles is defined as :Under direction performs specialized information systems analysis and provides expertise in one or more areas of systems analysis.
- ☐ Yes
☐ No
- * 4. Do you have at least six (6) years of recent progressively more responsible, full-time, paid experience in a centralized Information Technology organization performing information architecture analysis, modeling, design, and implementation for complex systems? Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the chief Information Technology official for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.
- ☐ Yes
☐ No
- * 5. If you answered "Yes" to any of the preceding questions #2 through #4, please describe your experience performing information architecture analysis, modeling, design, and implementation for complex systems. Please include your job title, beginning and ending dates for each job held and the name of employer(s). Credit will not be given if required information for evaluation is incomplete.
- * 6. Describe your experience(s) working in each IT architecture practice area (information, application, business, and/or technical). For each experience, even if for the same employer, include date of experience, payroll title, employer or County Department, employer address and supervisor/contact information. •Specify your roles (e.g., solutions architect, enterprise architect, technical architect, information architect, project manager, business analyst, Database Administrator (DBA), etc.), duties, and accomplishments. •Describe your user community including size. •Indicate whether your experience was in business, information, application, technical and/or solutions architecture. •Indicate what architectural skills you used. •Detail any business analysis experience (e.g. requirements gathering/analysis, business process modeling, data analysis/modeling) and list the tools/languages used. •Indicate what technical knowledge and expertise you used, e.g., in the

areas of database technologies, application development (languages and architectures), integration, messaging, infrastructure and/or security. Credit will not be given if required information for evaluation is incomplete.

- * 7. Please list 1) all Enterprise Architecture frameworks, description languages and modeling tools with which you have worked, including when and where; 2) all Enterprise Architecture certifications you have obtained; and/or 3) any Enterprise Architecture related professional organizations to which you belong. Include copies of certifications or proofs of membership with your application at the time of filing or within 15 calendar days from the time of application submission. Please include your job title, beginning and ending dates for each job held and the name of employer(s). Credit will not be given if required information for evaluation is incomplete.
- * 8. Describe your experience working with health care related information systems. Specify your role and duties; describe information system(s) including purpose and vendor. Indicate if the system(s) were financial, administrative and/or clinical in nature. Indicate if your experience included an Electronic Medical Record. Describe your user community size and function. Credit will not be given if required information for evaluation is left blank or incomplete.
- * 9. Describe your leadership experience(s). For each experience, even if for the same employer, include date of experience, payroll title, employer or County Department, employer address and supervisor/contact information. •Function of group you led. •Number of people you led. •Job types and levels of people you led. •Project(s) or area(s) of a project you led. Credit will not be given if required information for evaluation is incomplete.
- * Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEM OF CARE
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



Psychiatric Social Workers II or Mental Health Clinicians II

The Child Welfare Division is seeking to co-locate Psychiatric Social Workers II/Mental Health Clinicians II at Harbor UCLA Medical Hub (Torrance), MLK Jr. (Compton) and High Desert (Lancaster) Medical Hubs. The individuals selected will deliver mental health services to children and youth who are in or are at risk of entering the child welfare system.

EXAMPLE OF DUTIES:

- ❖ Provide assessments, screenings, consultations, crisis interventions, triage, referrals, and linkage services to children, youth, and their families.
- ❖ Actively participate in multidisciplinary meetings with professional members that include: staff from Department of Health Services (DHS), Department of Children and Family Services (DCFS), Department of Public Health (DPS), Law Enforcement Agencies, DMH Specialized Foster Care, and Mental Health Providers.
- ❖ Consult with Psychiatric Mobile Response Team or Law Enforcement to assist in acute or urgent issues.

DESIRABLE QUALIFICATIONS:

- Strong organizational skills;
- Excellent verbal and written communication skills;
- Flexibility and willingness to in a fast paced environment;
- Ability to work as a team member and collaborate;
- Familiarity or experience working with DCFS or in health settings;
- Child mental health experience;
- Skilled in working with MS Office, i.e., Word, SRTS, Avatar, and Outlook.
- Spanish speaking preferred

Interested applicants who are currently holding the payroll title of PSW II or Mental Health Clinician II may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Wednesday, August 17th, 2016 to:**

Erin Steponovich
Telephone: (213) 840-9275
Fax: (310) 604-3603
Esteponovich@dmh.lacounty.gov
600 S. Commonwealth Ave., 6th floor, Los Angeles, CA 90005

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

**EMERGENCY OUTREACH BUREAU
ASSISTED OUTPATIENT TREATMENT (AOT)**

VACANCY ANNOUNCEMENT

Psychiatric Social Worker I OR Psychiatric Social Worker II

LOMITA OFFICE

ASSISTED OUTPATIENT TREATMENT (AOT) also known as Laura's Law, was initiated following the 2001 killing of Laura Wilcox by an individual suffering from severe mental illness. AOT-LA serves seriously mentally ill individuals who are at substantial risk of deterioration and/or detention under WIC 5150 as a direct result of poor psychiatric treatment compliance. The program outreaches to these individuals in an effort to engage them in voluntary treatment. If the individual continues to decline treatment, the program may elect to petition the individual into court ordered treatment.

Duties include, but are not limited to:

- Conducting outreach and engagement activities in various locations/settings throughout service areas 5-8 (i.e. hospitals, jails, private residences, board and care facilities, street settings, etc.)
- Performing field-based psychiatric evaluations to determine if WIC 5150 criteria is met for danger to self, others or grave disability resulting from a mental disorder and completing an application for involuntary detention if necessary;
- Participating in case investigation activities in order to determine appropriateness to receive services per AOT;
- Conducting ongoing assessment to ensure that AOT candidates continue to meet criteria for the program;
- Engaging in after-hours activities when necessary;
- Presenting case information in various settings (i.e. MH court, referral review team meetings, staff meetings);
- Assisting with the completion of documentation that will result in petitions to MH court for mandated MH services pursuant to AOT-L.A.;
- Interacting with members of various systems (family members or other collaterals, law enforcement, hospital staff, public defender/district attorney, countywide resource management, AOT contract providers and others).

DESIRABLE QUALIFICATIONS:

- Clinical experience working with clients with multiple diagnoses including severe mental illness, substance abuse, developmental disabilities, etc.;
- Experience providing field-based mental health services;
- Experience working with a multidisciplinary team;
- Ability and willingness to outreach to clients who are very resistant to engaging in mental health services;
- Ability to manage emotionally charged situations by providing crisis intervention in various settings;
- Strong written and verbal skills;
- Comfort with making frequent presentations;
- Adaptability, flexibility, creativity and persistence;
- Willingness to transport AOT candidates in county vehicles;

Employees who currently hold the payroll title of PSW II or PSW I (with completed clinical hours towards licensure), should submit (VIA EMAIL) their resume, last 2 Performance Evaluations, and last two years of time records **by 5 p.m. on August 15, 2016** to: Malik Tate at mtate@dmh.lacounty.gov